Pre & Post-Assessment Module Four:
Time Management

1. I know and understand the definition of time management.
    Yes   No

2. I know and understand the value of prioritizing.
    Yes   No

3. I know and understand how to decide the importance of each
    project or item.
    Yes   No

4. I know and understand how effective time and project
    management impacts self and systems.
    Yes   No

5. I know and understand what systems definition is.
    Yes   No

6. I know time management techniques and tricks.
    Yes   No

7. I know personal time management tools and how to implement
    them.
    Yes   No

8. I understand the role of initiative and motivation in prioritizing
    tasks.
    Yes   No

9. I know and understand what the cycle of system means.
    Yes   No

10. I know and understand how to prioritize tasks.
    Yes   No

Name:
Date: